

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: March 7, 2018**

**Closing Date: March 14, 2018**

**ADMINISTRATIVE SPECIALIST I (Pay Grade 7)  
Criminal Division, Misdemeanor Trial Unit, Sussex County**

**Job Responsibilities and Duties:**

This Administrative Specialist I, in the Criminal Division, Misdemeanor Trial Unit, in Sussex County supports Deputy Attorneys General by gathering and sending discovery material, preparing Informations, and contacting witnesses and victims in criminal cases. This Administrative Specialist is responsible for making timely requests for information, gathering necessary documents from police and governmental agencies, speaking with witnesses and victims, submitting and responding to continuance requests, and gathering and submitting restitution documentation. Responsibilities also include sorting, filing and distributing mail and participation in the rotation coverage of the Criminal Division main Receptionist desk.

**Minimum Qualifications:**

Must be able to work efficiently and independently in a fast-paced and high volume work environment. We are looking for applicants who are self-starters, detail-oriented, well organized and proficient in Microsoft Word and Excel. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):**

**<http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**